



COUNTY OF LOS ANGELES
OFFICE OF THE COUNTY COUNSEL

648 KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012-2713

ANDREA SHERIDAN ORDIN
County Counsel

TELEPHONE
(213) 974-1801
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(213) 626-7446
TDD
(213) 633-0901

June 14, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

18 JUNE 14, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**THE OFFICE OF COUNTY COUNSEL: RECOMMENDATION TO
AUTHORIZE THE EXTENSION OF COUNTY CONTRACT NOS. 75736 AND 75737 WITH
CALSERVE, INC. AND KNOX SERVICES, LLC FOR
AS-NEEDED SERVICE OF PROCESS SERVICES**

SUBJECT

Authorize the County Counsel or her designee to execute amendments to County Contract Nos. 75736 and 75737 (Services Agreements) with CalServe, Inc. (CalServe) and Knox Services, LLC (Knox Services) to extend the term of each Services Agreement to August 31, 2011, with the option to further extend the term of each Services Agreement for up to four (4) one month renewal periods.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the County Counsel or her designee to execute amendments to County Contract Nos. 75736 and 75737 (Services Agreements) with CalServe and Knox Services to extend the term of each Services Agreement to August 31, 2011, with an option to further extend the term of each Services Agreement for up to four (4) one month renewal periods.
2. Delegate authority to the County Counsel or her designee to execute further amendments to each Services Agreement to exercise the option to extend the term of each Services Agreement for the four (4) one month renewal periods.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Under Services Agreement Nos. 75736 and 75737 (Services Agreements) with CalServe and Knox Services, these vendors provide the County Counsel with as-needed service of process services. The Services Agreements expire on June 30, 2011.

In March 2011, the County Counsel issued a Request for Proposals soliciting proposals from vendors to provide these services. The County Counsel has received proposals and is in the process of selecting a vendor, but will not be able to finalize and recommend a contract to your Board prior to the expiration of the Services Agreements on June 30, 2011.

These services are necessary to ensure the department's ability to provide services to our clients. It would be detrimental to the County Counsel if the Services Agreements expire prior to when the department is able to recommend a contract to your Board. In approving the recommended action, the Board is authorizing County Counsel or her designee to extend each Services Agreement to allow CalServe and Knox Services to continue to provide these services while County Counsel concludes the solicitation process.

FISCAL IMPACT/FINANCING

With Board approval, the Services Agreements will be extended to August 31, 2011, with the option to further extend the term of each Services Agreement for up to four (4) one month renewal periods. Based on current usage under the Services Agreements, the estimated expenditures are \$2,514.84 till August 31, 2011 and \$7,544.53 if the four (4) one month renewal periods are exercised.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The term of each Services Agreement will end on June 30, 2011. The extension is necessary to meet the emergent need of the County Counsel's staff and to allow the department time to complete its solicitation process.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This action is anticipated to have no impact on current services.

CONCLUSION

Upon Board approval, the Executive Office, Board of Supervisors, is requested to return one adopted stamped Board letter to the County Counsel.

The Honorable Board of Supervisors
6/14/2011
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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrea Sheridan Ordin". The signature is fluid and cursive, with the first name "Andrea" being more prominent than the last name.

ANDREA SHERIDAN ORDIN
County Counsel

ASO:vs

Enclosures

c: William T Fujioka
Chief Executive Officer

Sachi A. Hamai, Executive Officer
Board of Supervisors



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ANDREA SHERIDAN ORDIN
County Counsel

May 31, 2011

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(213) 974-1962
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(213) 617-6780
TDD
(213) 633-0901
E-MAIL
bwashington@counsel.lacounty.gov

VIA MESSENGER

Jay Jakar
President
CalServe
753 W. Salem Street, 2nd Floor
Glendale, CA 91203

Re: As-Needed Service of Process Services Extension Agreement

Dear Mr. Jakar:

This exercises the option to extend our Board-Approved Agreement No. 75736 with CalServe for As-Needed Service of Process Services which expires on June 30, 2011.

EXTENSION OF TERM

Amendment No. 4 which is effective on July 1, 2011 extends the term of the Agreement through August 31, 2011, with an option to further extend the term of the Services Agreement for up to four (4) one month renewal periods.

CONTRACT COSTS

The contract cost for the above period shall be at the rates set forth in Exhibit B, Pricing Schedule. As such the contract cost for Amendment No. 4 shall be at the current rates set forth in Exhibit B, Pricing Schedule of the Agreement. COUNTY shall have no obligation for payment of fees or any work performed except for those services which are expressly authorized pursuant to the Agreement.

NO FURTHER AMENDMENT

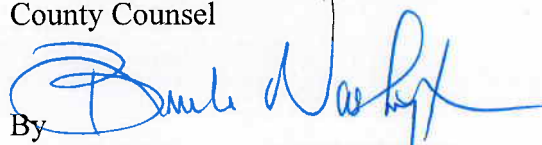
Except for the above described changes, all other terms of this Agreement shall remain the same.

CalServe
May 31, 2011
Page 2

Should you have questions regarding this Amendment, please contact Veritta Smith at 213-974-0718 or via email at vsmith@counsel.lacounty.gov. If you are in concurrence with this action, please sign and date this Amendment and return it to me immediately.

Very truly yours,

ANDREA SHERIDAN ORDIN
County Counsel


By 

BRENDA J. WASHINGTON
Head, Administrative Systems,
County Counsel
Administrative Services Bureau

BJW:vs

c: Rocio Bautista
Lawrence Palmer

I agree with the terms of Amendment No. 4 effective July 1, 2011.

 FOR JAY JAKAR

Jay Jakar
President

5/31/11

Date



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OFFICE OF THE COUNTY COUNSEL

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ANDREA SHERIDAN ORDIN
County Counsel

May 31, 2011

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E-MAIL
bWASHINGTON@counsel.lacounty.gov

VIA MESSENGER

Steve Olch
Vice President
Knox Services
2201 E. Fourth Avenue
Santa Ana, CA 92711

Re: As-Needed Service of Process Services Extension Agreement

Dear Mr. Olch:

This exercises the option to extend our Board-Approved Agreement No. 75737 with Knox Services for As-Needed Service of Process Services which expires on June 30, 2011.

EXTENSION OF TERM

Amendment No. 3 which is effective on July 1, 2011 extends the term of the Agreement through August 31, 2011, with an option to further extend the term of the Services Agreement for up to four (4) one month renewal periods.

CONTRACT COSTS

The contract cost for the above period shall be at the rates set forth in Exhibit B, Pricing Schedule. As such the contract cost for Amendment No. 3 shall be at the current rates set forth in Exhibit B, Pricing Schedule of the Agreement. COUNTY shall have no obligation for payment of fees or any work performed except for those services which are expressly authorized pursuant to the Agreement.

NO FURTHER AMENDMENT

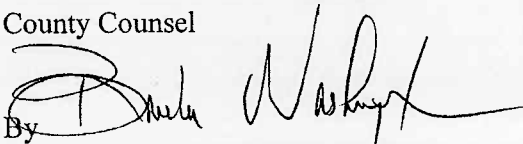
Except for the above described changes, all other terms of this Agreement shall remain the same.

Knox Services
May 31, 2011
Page 2

Should you have questions regarding this Amendment, please contact Veritta Smith at 213-974-0718 or via email at ysmith@counsel.lacounty.gov. If you are in concurrence with this action, please sign and date this Amendment and return it to me immediately.

Very truly yours,

ANDREA SHERIDAN ORDIN
County Counsel

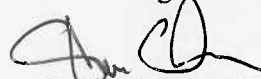
By 

BRENDA J. WASHINGTON
Head, Administrative Systems,
County Counsel
Administrative Services Bureau

BJW:vs

c: Rocio Bautista
Lawrence Palmer

I agree with the terms of Amendment No. 3 effective July 1, 2011.

 V.P. 96.m.

Steve Olch
Vice President

5/31/2011

Date